

MSC Reorganization - Round 3

April 23, 2014 – May 30, 2014

Reorganization Update

Some of the MSC reorganization work has gone slower than expected, primarily because there is a lot of work to be done, and many steps have to occur in a specific order. Libraries can expect to see a fourth round of Item Type changes. However, Round 4 will not take place until the fall, after school libraries have returned from their summer break. To effectively take advantage of that time during the summer, MSC staff will start working directly with some of the libraries that are not away for the summer. Libraries that are unlikely to be affected by Round 4 will be contacted to review their circulation and user policies with MSC staff members.

User Profile Review

When each library joined the Montana Shared Catalog, they worked with MSC staff to set up different user profiles for their patrons and students. Over time some libraries find that they do not use the user profiles that they set up originally. We would like to identify the user profiles (if any) that your library no longer uses.

The following action IS needed from you:

- Go to Circulation > Users and click on User Registration
- Look at the list in your drop-down menu for Profile Name. You will see a list of all of the User Profiles that your library is allowed to use. Some of these (like DISCARD, DISPLAY, and BINDERY) may be there for system reasons.
- Look at all of the profiles that are specific to your library; usually they say the name of your library or something specific to your library code.
- If you notice that there are User Profiles you do not need or no longer use, please [enter a help-desk ticket](#) so that MSC staff members can help you remove those unused User Profiles.

Item Type Changes

The following Item Types are being phased out of the Montana Shared Catalog system. If your library wants to move these items manually to new Item Types, you have until May 30 to do so. Otherwise, all items left in these Item Types will be moved in batch to the recommended Item Type after May 30. If multiple Item Types are listed in the recommendations column, the MSC will move your items to the most appropriate Type.

Please be aware that Item Types control circulation. If you move your own items, please inform the MSC staff if you do not already use that Type so that they can add a new circulation rule for you. If your items are moved in batch after May 30, the MSC will convert your circulation rule for you. If you already have items of the new Type, your rule for that Item Type will stay the same. *This may change circulating on some changed items.*

Also please be aware that because of the volume of items to change, not all changes happen immediately after the round deadline. As we move libraries' items we will change their circulation and drop-down menus in accordance with the move. In other words, you should not experience any problems with circulation.

NO action is needed from you on item types if:

- Your library is not listed in the "Libraries Affected" column
- Your library appears, but moving your items to the recommended new type will work for your library

Action IS needed from you if:

- The items are in error. Please change the Item Type of items in error before May 30.
- The items no longer exist. Please discard or delete items using normal discard procedures.
- Items cannot be changed for some reason. If you have questions about how these changes may affect your library, please [Open a Help Desk Ticket](#).

How do I find these items?

- Follow the link below to Directors Station and login. It should take you directly to a report showing the Item Types for one library.
- Click on Item Library and choose Filter Item Library.
- Expand the library list using the + symbol. Then, uncheck any unwanted libraries, and choose your library or libraries. Click OK.
- When the report appears showing your library and Item Types, click and drag your mouse over the number associated with the Item Type you want to see.
- Choose Show Shelflist from the pop-up menu. If you cannot access the DS report [Open a Help Desk Ticket](#) and we can send you a list of Item IDs.

[CLICK HERE TO GO TO THE DIRECTORS STATION REPORT](#)

The names of some existing Item Types will be changed during the reorganization, but we do not know exactly when that change will happen. The new Item Type names are shown in [brackets] in case the change happens during this round.

Item Type	Description	Recommendation/Items will be changed to these types after deadline	Libraries Affected
2CIRC-MAG	Long Circulating Magazine/Periodical	Use CIRC-MAG for circulating periodicals and MAG-PER for non-circulating periodicals	BOZEMAN
BOOK2	Grab and Go Book	Use BOOK-NR [GRABNGO] for grabngo collections; all others contact use BOOK or other specific Item Type; contact MSC staff for assistance	LCHS, MAN-K8, PLAINSK12, REDLODGE
GOV-DOC	Government document	Use BOOK and Item Cat 1 of GOVT-DOC	FPCC, MT-PSC
KEY	Key	Use ACCESSORY	FVCC
NO_HOLD	Non-holdable item	Use KIT for kits; use REFERENCE or ARCHIVE for other non-circ materials	BITTERROOT, LCL-LIB, LCL-TRY, MSLA-MAIN, MSLA-SL, MSLA-SV
NON-PRINT	Miscellaneous Materials in non-print format	Move to more appropriate item types and categories; contact MSC staff if you need assistance	HAVRE, HAVREHS, HPPS, LMPS
OVERSIZE	Oversize material	Use Item Type BOOK and Home Location OVERSIZE; if items are not shelved separately, change to appropriate home location	ABSKHS, BCC3, GCL-CB, PARKHA, PCL
PRINT	Print	Use ARCHIVE, PHOTO, or NO_ITEM [SPECIAL] and Item Cat 1 of PRINT	ALBK12, BOZEMAN, DARBY, GCL-CB, HFL, MSLAINTL, NVPL, SSIS, THOM-HICK
SHEET-MUS	Sheet music	Use REFERENCE or ARCHIVE and Item Cat 1 of MUSIC	PWOOD, HPPS
SHORT-AUD	Short term audio-recording	Use AUDIO-REC [CASSETTE] for cassettes and CD-CIRC [CD] for CDs	[not in use - previous users are no longer using]
TEMP-NB	Most Wanted	Use BOOK-NR [GRABNGO]	BOZEMAN
TEXTBOOK	Textbook	Use BOOK and Item Cat 4 of TEACHING (Teaching Materials)	FPCC, PARKHS